

Victim Support Person Statement of Understanding

The undersigned has applied for a position as a Victim Support Person (VSP). The undersigned acknowledges the following:

I, (full name) _____, understand that this is a volunteer position. **(initials)** _____

I understand that this collateral duty may impact my primary Coast Guard duty. **(initials)** _____

I understand that an Employee Assistance Program Coordinator (EAPC) will discuss my collateral duty as a volunteer VSP with my Supervisor, and before I have permission to serve as a VSP, my supervisor will have to sign an agreement of understanding after meeting with the EAPC acknowledging the impact the collateral duty will have on my military duty. **(initials)** _____

I understand that as a VSP I will handle confidential information of a personal nature. **(initials)** _____

I understand that as a VSP I may not take any action, either directly or indirectly, to coach or otherwise influence statements or testimony provided by a victim to CGIS and/or civilian investigators. **(initials)** _____

I understand and agree that it is my responsibility to keep all oral, written or electronic communications that include personal identifying information, reported by a victim to myself, unless the victim authorizes disclosure in writing. **(initials)** _____

I understand that such communications are considered covered communications, and failure to keep all covered communications confidential will result in removal as a VSP and may also result in discipline under the Uniform Code of Military Justice (UCMJ), loss of credentials, or other adverse personnel or administrative actions. **(initials)** _____

I understand that any time I am performing duties in support of victim advocacy, I report directly to an EAPC **(initials)** _____

I understand I will be on call. I agree to keep the EAPC informed of my contact information. I also acknowledge that if I am unable to be reached while on call I can be removed as a volunteer victim advocate. **(initials)** _____

I understand I am expected to attend monthly case management meetings for any case for which I am the assigned victim advocate. **(initials)** _____

I understand that, if a case proceeds to an Article 32, UCMJ investigative hearing, a court-martial, or civilian criminal proceedings, I may have to accompany the victim during the duration of the hearing/trial. And, I further understand that I may be called to testify in such hearing. **(initials)** _____

Prior to my appointment as a victim advocate, I understand that I will have to complete the essential training tasks for a victim advocate. **(initials)** _____

VSP's Signature

Date Signed

EAPC's Signature

Date Signed